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Chief, Payroll Branch

6 February 1956

Chief, Fiscal Division

Reorganization Within Payroll Branch

1. It has been evident for some time that there is the need for some reorganization in the Payroll Branch to facilitate a better performance of its function.
2. The five components responsible for preparation of payrolls, audit thereof, and maintenance of leave records have to date had a designated supervisor of each. It has been practically impossible to designate assistant supervisors of these groups and otherwise staff them because of the small size of each and the rate of turnover due to reassignments of personnel to other areas of the Agency. Absences due to annual, sick, and maternity leave have further aggravated a situation which has not been conducive to providing proper direction and performance in each group. On occasion a group has been without immediate direction and understaffed, and its disinclination to accept assistance or the unwillingness of another group to render assistance because of pressure of its own work and/or lack of team spirit, has retarded the performance of its function under the necessary day-to-day work requirements. The lack of team spirit is repeatedly evident and would seem to stem from conflicts of personalities, the assumption of uninvested authority, derogatory implications, and other indefinable factors. It has been considered that fewer and larger groups would better provide adequate staffing and supervision, promote morale, and increase efficiency of the work program.
3. Effective immediately, the payroll groups will be reduced from five to two. Each will be designated as a Section and will have a supervisor and assistant supervisor and seven payroll clerks. Section 1 will be responsible for payrolls 1 through 7 and 15; Section 2 will be responsible for payrolls 8 through 14, 16 and NSC. They will be constituted and performance initially will be as follows:

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4. There must of necessity be some relocation of the Branch personnel. The Assistant Chief of the Branch will occupy the room with the Chief. On the right side of the wing, [REDACTED] will 25X1A9a move into the space abandoned by the Assistant Chief of the Branch. The Section 2 Supervisor, Assistant Supervisor, and clerks of P/Rs 8 through 14, will locate in that sequence in front of [REDACTED] 25X1A9a Section 1 will locate, similarly to Section 2, on the left side of the wing in front of [REDACTED]

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DWC:bw
cc: Payroll (5)
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Comptroller ✓

[REDACTED]

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